

Academic Council  
West Charleston Campus  
Wednesday, March 8, 2006

Members Present: Mike Richards, Thomas Brown, Joe West, Kay Moormann, Eun-Woo Chang, Warren Hioki, Terry Norris, Chris Kelly, Clarissa Erwin, Pat Zozaya, Joanne Vuillemot, Mitzi Ware, Darren Divine, Carlos Campo, Paul Pate, Jan Kramer, Charles Okeke, Chemene Crawford, Fran Brown, Hyla Winters

Members Excused: Art Byrd, Kathryn Jeffery, Peg Pankowski

Invited Guests: Jeff Foshee, Bob Gilbert

1. Dr. Richards opened the meeting at 9:00 a.m. with the Dean's Training. Academic Deans and Directors are invited to participate in this training. Paul Pate, Kay Moormann, Thomas Brown, Carlos Campo, Joe West, Eun-Woo Chang, Charles Okeke, and Chris Kelly were all present. At the previous meeting, the group was asked to read the first two chapters from the book, College Deans – Leading from Within. They had an extensive discussion covering those chapters.

The group was asked to take break before the regular meeting started.

2. The group reconvened at 10:00 a.m. with Dr. Richards introducing Ms. Kay Moormann, the new Dean for Workforce & Economic Development. He also congratulated Carlos Campos, who was selected as the permanent Dean for Arts & Letter and announced Warren Hioki as new interim CCA for the Henderson Campus.
3. Bob Gilbert gave an overview on capital improvement procedure/process. He explained that any project over \$25k would have to have Board approval, if it's capital money. He introduced a new tracking system that will be implemented in the next year, which would make the tracking process a little easier.
4. Carlos Campo gave an overview regarding the Honors program. The Honors Proposal was distributed to the group. He explained that this was not concrete and was open for any ideas. There was further discussion. The target date for implementation is Spring 2007.
5. Mitzi Ware motioned for the February 22, 2006 minutes be approved. Joe West seconded. The minutes were approved.

6. Pat Zozaya and Joe West gave an overview on the substitution/waiver forms and process. They distributed a form to the group; Joe explained that this form was given to each department. It explains the process and also gives examples. There was discussion regarding the form. Dr. Richards asked Pat and Joe to make revisions to the form and bring back to the group at the next meeting.
7. Mitzi Ware asked the deans to get together to come up with a common process and criteria to select the faculty member who would represent CCSN in Japan. She explained that this year each division did something different, but she would like to see in the future, all division using the same guidelines. The group decided that Carlos Campo, Charles Okeke, & Chris Kelly would come up with some guidelines.

Mitzi also reminded the group that the Regents' Academy was June 1-3. She explained that she would have guideline details in the next few weeks and would share with them.

8. Dr. Richards explained, as part of the criteria for the tenure process, they would be looking at the student demand data for the last four semesters. He also mentioned this in the March memo that was at the printer.
9. Dr. Richards reminded the group that as managers they should make sure that all personal calls were being reimbursed.
10. The idea of a weekend college was discussed. After, which, Dr. Richards advised the group that he would prepare a proposal to share with them.
11. Dr. Richards reminded the group that their academic data sheets were due on March 10, 2006. This information will be used as part of our Academic Plan.
12. Members were invited to share reports on what's new in their respective areas.

The meeting adjourned at 11:40 a.m.

Handouts available upon request.